

**Office of the Attorney General**

Human Resources  
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317-232-7979 (fax)

**JOB  
POSTING**

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

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**Intermittent Marketing Assistant**

**Summary** Assists Marketing Director with projects and activities for the Indiana Attorney General's office. This position will have flexible hours (full-time or part-time availability). The ideal candidate would have a flexible schedule, minimum of 20 hours per week, preferably with the ability to work up to 37.5 hours per week. Hourly rate is \$12.10 per hour.

**Essential Duties and Responsibilities** include the following, but other duties may be assigned:

- Assists with marketing strategy, planning and implementation, primarily for Unclaimed Property Division, Consumer Protection Division, and Medicaid Fraud Control Unit.
- Assists with projects across the following areas: advertising, promotion, public relations, website(s), office collateral.
- Obtains relevant marketing performance data and performs regularly scheduled analyses using database software and/or Microsoft Excel. Must have the ability to draw conclusions from this data resulting in oral/written reports.
- Helps manage creation and inventory of printed communications.
- Helps manage invoicing and billing.
- Coordinates office involvement in community special events, including, but not limited to, Indiana Black Expo and Indiana State Fair.
- Other duties as directed.

**Education and/or Experience**

- Full time candidate with Bachelors Degree in Business and/or Marketing or part time candidate working towards Bachelors or Masters Degree in Business and/or Marketing.

**Skills:**

- Strong analytical skills required; must be able to manipulate, analyze and draw conclusions from data.
- Proficient computer skills required, preferably in Microsoft Excel and Word, database software and other applicable computer programs used in marketing strategy.
- Ability to read and interpret documents as well as write routine reports and correspondence.
- Excellent communication skills required.
- Physical demands may include helping set up the Attorney General booth at events.